



Workplace Alaska Hiring Manager Job Request Job Aid

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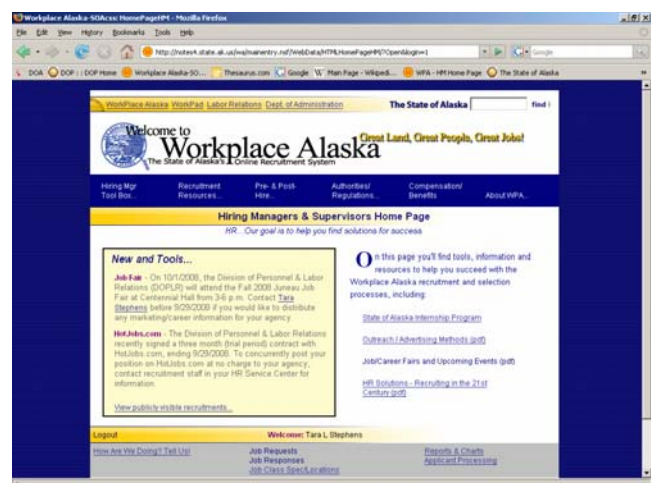
Software Notice

This Workplace Alaska site has been developed for use with Netscape Navigator 7.1 or greater and Microsoft Internet Explorer 5.5 or greater. Support cannot be assured for older versions of these browsers or for other browsers.

Workplace Alaska Hiring Manager Login Process

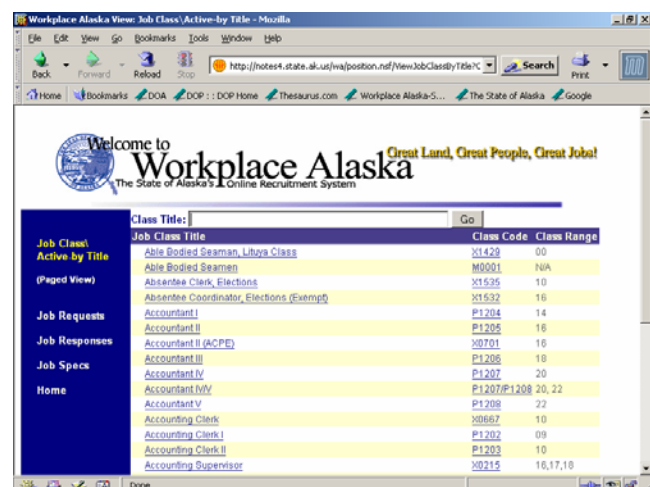
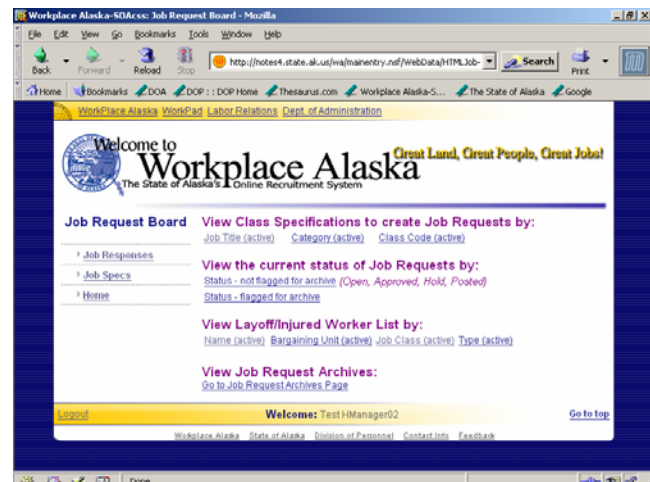
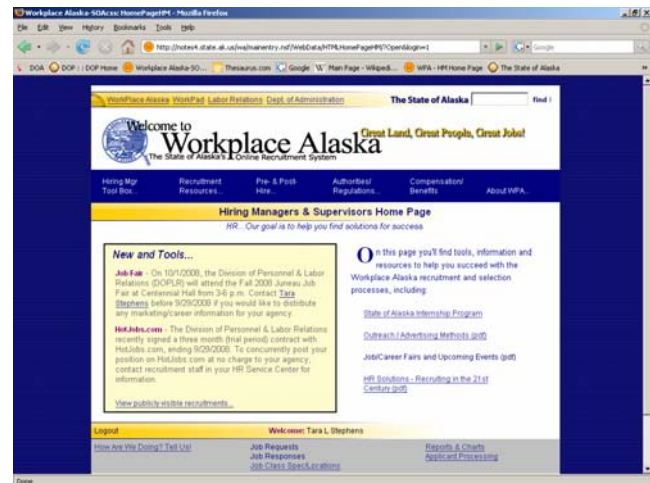
1. Enter <http://workplace.alaska.gov> or www.workplace.alaska.com in URL address bar.
2. Click Login (registered users) link.
3. Identify yourself with your (LDAP) **Username** and **Password**.
4. **Workplace Alaska Hiring Manager & Supervisors Home Page** appears after logging into system as a hiring manager. You will find information regarding recruitment and selection under the following columns. Click and read the information available.

- Hiring Manager Tool Box
- Recruitment Resources
- Pre- & Post-Hire
- Authorities/Regulations
- Compensation and Benefits
- New and Tools

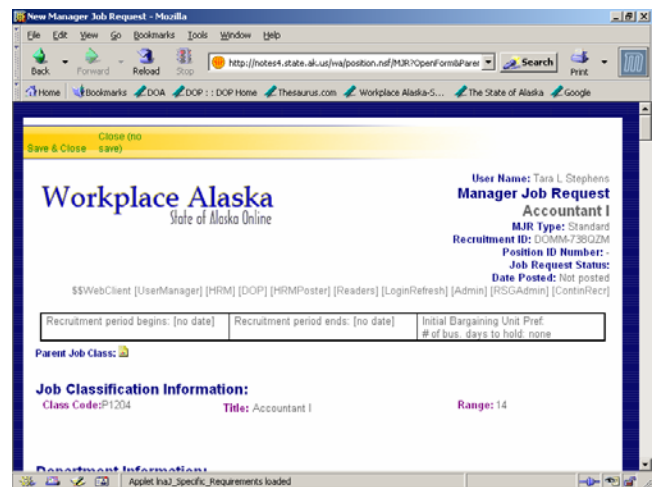
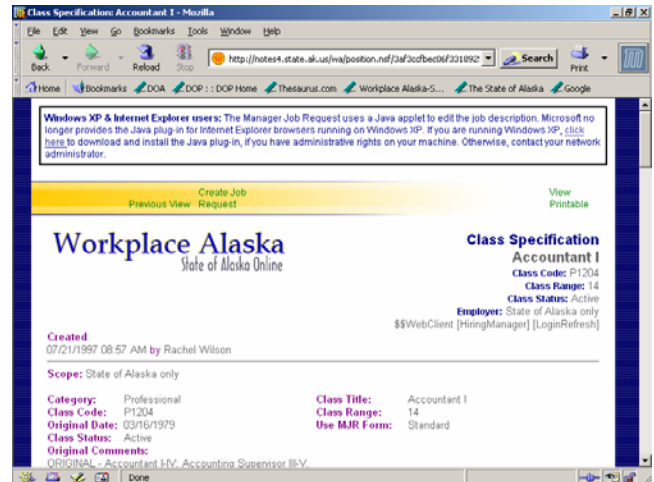


Creating a New Manager Job Request

1. Click Job Requests link. This opens the Job Request Board.
2. Under **View Class Specifications to create Job Requests by:** Click Job Title (active)
3. Click in the text box field next to **Class Title.**
4. Type in the job class title or partial job class title in the text field. Click Go.
5. Select the appropriate job class title link.



6. Read the **Class Specification**.
After reading, click the Create Job Request link at the top of the page.
7. Your Manager Job Request (MJR) template will appear. Review MJR template. Notice **User Name** in the upper right corner.



Manager Job Request Preparation

1. Notice **Class Code**, **Title**, **Range**, **Department** and **Required Job Qualifications** will be pre-populated.
2. Select appropriate **Division**, **Location**, **Job Type** and **Region** from the appropriate drop-down list boxes.
3. For Seasonal jobs, select box next to **Suppress Seasonal Dates** and enter appropriate dates in the Seasonal **Starts (mm/dd/yyyy)** and **Ends (mm/dd/yyyy)** fields.
4. Select appropriate **Primary Hiring Manager** from the drop-down list box.
5. Select **Other Hiring Managers who you want to have access** using the scroll box. You may select more than one entry by holding down the control key while clicking on multiple choices.
6. Choose appropriate **Bargaining Unit** from the drop-down list.
7. Enter the Position Control Number in the **PCN** fields. If you have multiple Position Control Numbers, list in the **multiple PCNs field**, separated by a semi-colon.
8. Answer **firearm and/or handling of ammunition question**.
9. Enter salary (\$ amount) in the **Salary** field. If you have any questions regarding salary, contact your HR Service Center recruitment staff.
10. Choose the appropriate **Frequency** (monthly or hourly) from the drop-down list.
11. Choose appropriate **Scope of Recruitment** from the drop-down list.
12. Enter number of days recruitment will run in the **Length of Recruitment** field. Recruitments close the following business day if closing day falls on a weekend or holiday. Note minimum and maximum notation.

13. Enter recruitment bulletin/position description information in the **briefly describe the position you are trying to fill** text field.

- It may be helpful to write your job description using word processing software. When satisfied with the wording, you can use the [Click here](#) link to "cut" or "copy" the description from the word processing software.
- Remember the purpose of this job description is motivational – you are "selling" the job to qualified applicants. It must also be consistent with the position description.
- Spell Check is available for this text box entry by selecting the [Click here](#) link then by clicking on the ABC ☒ button or the **Spell check above paragraph** link.

14. Enter appropriate information into the **Special Notice** text box field. Note information regarding shift work, weekend work, work environment, travel, modes of travel, and other information that may influence a qualified applicant's decision to apply for your vacancy.

15. **Spell Check** Special Notice text box field.

16. Enter additional information required in the **Additional Information** text box field. Indicate if the required information is needed before or at time of interview. Spell Check additional information text box field.

17. Enter appropriate Contact Information in the five **Contact Person (Optional)** fields. Although these fields are optional, choosing not to include information may negatively impact qualified applicants. You do not need to complete all five fields.

18. Enter appropriate information into the **Advertising Recruitment Strategies** fields. Click the box next to the advertising source and complete the appropriate fields. Note: You must follow departmental policy and procedures if you desire to conduct additional advertising, and add the required language into all advertisements used.

19. Enter your hiring manager comments in the **Hiring Manager Comments and Selection Criteria Section**. Include your initials and the date of your comments. Note any departmental policy information such as approvals or any other information necessary for the recruitment.

20. Before a position can be posted on Workplace Alaska (WPA) and prior to the review of the applications, pre-interview screening criteria must be documented in the **Pre-interview screening criteria** section.

This screenshot shows the 'Additional Information' section of the 'New Manager Job Request' form. It includes a large text area for describing additional information, a 'Spell check this paragraph' link, and a 'Contact Person (Optional)' section with fields for Name/Title, E-Mail, Mailing Address, Fax Number, and Phone Number. Below this is the 'Job Request Status' section with a dropdown menu and a link for help.

This screenshot shows the 'Advertising Recruitment Strategies' section of the 'New Manager Job Request' form. It features a list of advertising sources with checkboxes: Newspaper, Job Fair/Career Exposition, College Posting Board, Magazine, Publications or Journal Advertisement, Radio Advertisement, Television Station, Other Web-based Advertisement, and Other.

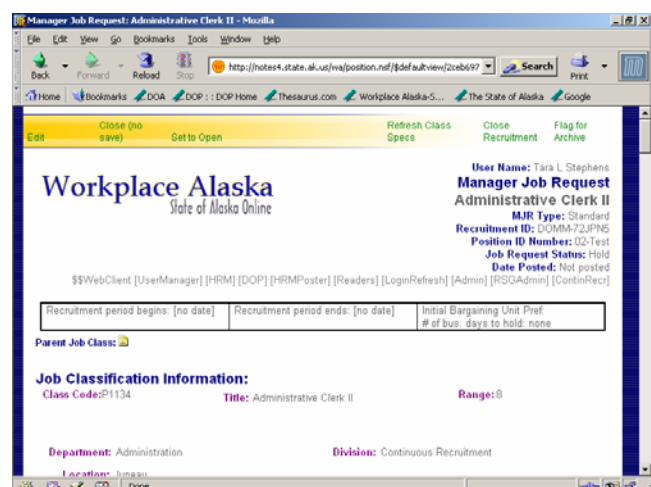
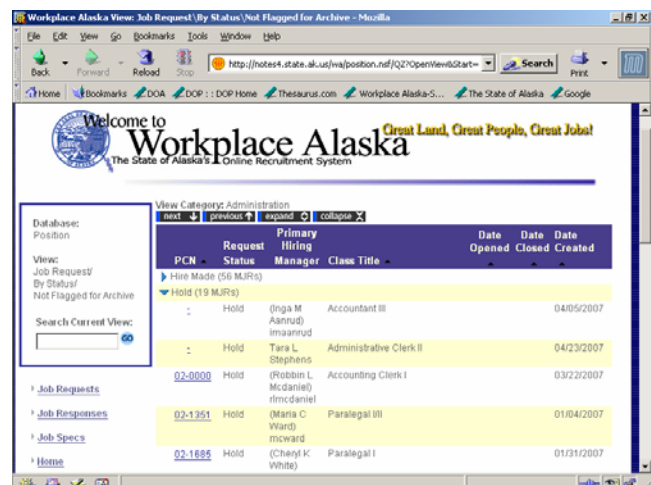
This screenshot shows the 'Hiring Manager Comments and Selection Criteria Section' of the 'New Manager Job Request' form. It includes a 'Hiring Manager Comments' section with a text area, a 'Pre-interview screening criteria' section with a text area, and a link for more information.

21. Click on the Save and Close button on the top of the Manager Job Request (MJR). Note: this saves the job request in Hold Status. **If you do not click this button, your entries will not be saved.**

The screenshot shows a Mozilla browser window displaying the 'New Manager Job Request' form. The browser's address bar shows the URL: `http://notes4.state.ak.us/wa/position.nsf/MJR?OpenForm&Parent=...`. The form has a yellow header bar with 'Close (no save)' and 'Save & Close (save)' buttons. The main content area is titled 'Workplace Alaska State of Alaska Online'. On the right side, user information is displayed: 'User Name: Tara L. Stephens', 'Manager Job Request Accountant I', 'MJR Type: Standard', 'Recruitment ID: DOMM-738QZM', 'Position ID Number: -', 'Job Request Status: -', and 'Date Posted: Not posted'. Below this, a navigation bar contains links: '\$\$WebClient [UserManager] [HRM] [DOP] [HRMPPoster] [Readers] [LoginRefresh] [Admin] [RSGAdmin] [ContnRecr]'. A table with recruitment details is shown: 'Recruitment period begins: [no date]', 'Recruitment period ends: [no date]', 'Initial Bargaining Unit Pref: -', and '# of bus. days to hold: none'. The 'Parent Job Class:' field is empty. The 'Job Classification Information:' section shows 'Class Code: P1204', 'Title: Accountant I', and 'Range: 14'. The 'Department Information:' section is partially visible at the bottom.

Accessing a Manager Job Request

1. Log into the Workplace Alaska Hiring Managers & Supervisors Home Page. Instructions are on Page 2.
2. Click on Job Requests. This opens the Job Request Board.
3. Under **View the current status of Job Requests by:** Click on Status - not flagged for archive (Open, Approved, Hold, Posted) link.
4. Click on the **blue arrowhead** to the left of **Hold** to expand the list of Job Requests you have placed in hold. **Hold** is the only option available for editing by the hiring manager. Once the job is placed in Open status, hiring managers are not allowed to make changes.
5. Select appropriate PCN link to view **Manager Job Request (MJR)**.
6. To make additional edits, select the Edit link. When finished with **MJR** select the Set to Open link.
7. Once the MJR is ready for posting, fill out the Workplace Alaska Prior to Posting Checklist, found on the home page of Workplace Alaska under Pre- & Post-Hire. Email this file to your recruitment staff in your HR service center (the email contacts are listed at the end of the checklist). Your HR service center will contact you if additional information is needed or post your position and you will receive notification of the posting.



Accessing Job Responses and Individual Disposition

1. Log into the Workplace Alaska Hiring Managers & Supervisors Home Page. Instructions are on Page 2.
2. Click on Job Responses. This opens the Job Responses Board.
3. Decide on a **View All Applicants** sort criteria link (Job Title, Responses to Job-specific Questions, Local Preference, or Dispo Comments).

Or

View a **Selected Applicants** sort criteria link (Answered Yes to All Questions, Must Review, Applicant Name, or GGU Hold).

4. Click on your chosen link. After selecting your chosen link, proceed to step "7".

- **Job Title:**

Pop-up selection box will appear. Select appropriate

Department/Division from the drop down menu. **Open View** button.

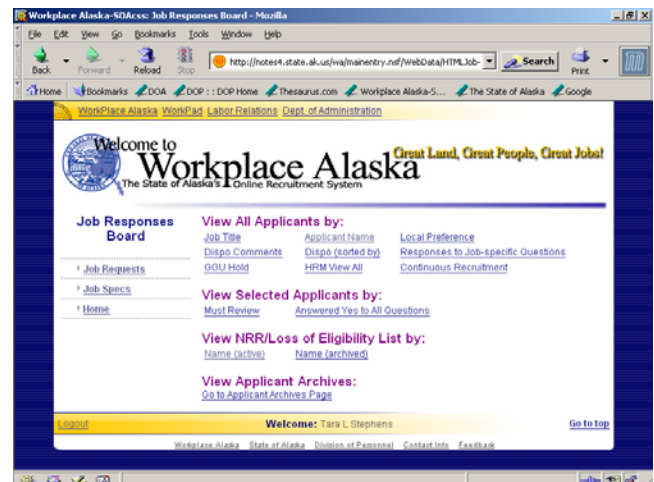
- **Applicant Name:**

Click on the **Last Name** text box field and type the last name or partial last name of the desired candidate. Click the **Go** button and select the correct name link.

- **Local Preference:**

Click on blue arrowhead to the left of the appropriate department to expand the list to include MJRs.

- **Dispo Comments:**



Pop-up selection box will appear. Select appropriate **Department/Division** from the drop down menu. Click the **Open View** button.

- **Responses to Job-Specific Questions:**

Pop-up selection box will appear. Select appropriate **Department/Division** from the drop down menu. Click the **Open View** button.

- **Answered Yes to All Questions:**

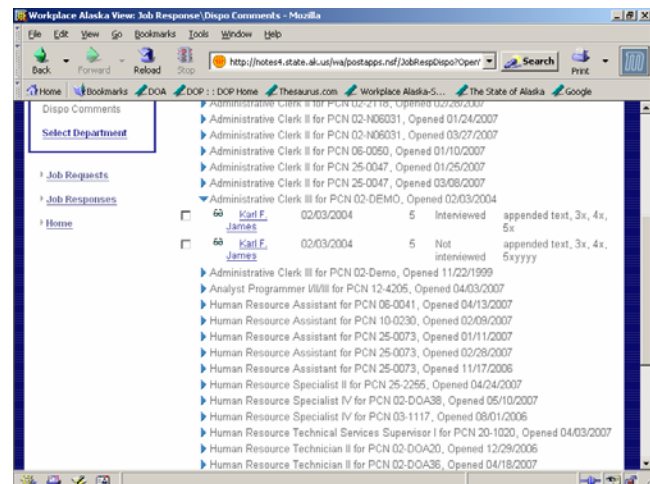
Click on the blue arrowhead to the left of the appropriate department, then to the appropriate division, and then to the appropriate MJR.

- **Must Review:**

Click on the blue arrowhead to the left of the appropriate department, then to the appropriate division, and then to the appropriate MJR.

5. Select the appropriate **Applicant Name** link.

6. Review the **Job Qualification Summary** for the applicant chosen. To view the Applicant Profile click on the **View Applicant Profile** link.



7. When finished viewing the Application Package (Job Qualification Summary and Applicant Profile), you have two choices:

- Close (no save) – use this link if you are not yet ready to Dispo this applicant (Dispo = indicate disposition of the applicant).
- Dispo (web) – Click the most appropriate disposition reason under **Disposition of Applicant**. If appointed to the position enter the date appointment in the **Date of appointment(mm/dd/yyyy)** field.

8. Enter appropriate information in the multiple appointment and multiple PCN fields if applicable.

9. Enter applicant disposition information in the **Managers' Dispo Comments** text-box field.

10. Click the Save & Close link to save your entries. You will then return to the **Job Qualification Summary**, select the Close (no save) link to return to your selected job response view.

This screenshot shows the 'Job Qualification Summary' page for Karl F. James. The page includes a header with navigation links like 'Close (no save)', 'Add Hiring Manager', 'Dispo (web)', 'View NRR/Eligibility', and 'Address Update'. It displays the applicant's name, date submitted (02/03/2004), and a 'View Applicant Profile' link. Below this, it lists job details: Department (Administration), Location (Juneau), Salary (1078.50), Range (10), Class Code (P1135), Division (Personnel), Region (Southeast), Frequency (Semi-Monthly), Bargaining Unit (GG), and Job Status (Full-Time). A 'Refresh Snapshot Link' is also present.

This screenshot shows the 'Applicant Profile' page for Karl F. James. It includes a 'Profile snapshot for James, Karl F.' with a version number (A-106) and creation date (02/03/2004 10:49:38 AM). The 'Registration Information' section contains fields for Full Name, Address (13020 Lagoon Circle, Anchorage, AK 99515-3747, USA), Email (karl_forsyth@admin.state.ak.us), Social Security (555-555-9999), Home Phone (907-777-6667), Work/Mog Phone (907-888-8889), and Login Name (kjf). It also includes questions about residency and legal rights to accept employment in the United States, and a section for compliance with the Selective Service Act.

This screenshot shows the 'Single Dispo' page for Karl F. James. It includes a list of disposition reasons: 'Did Not Meet Pre-interview Criteria', 'Incomplete Application', 'Disqualified', 'Withdrew Interest', 'Duplicate Application', and 'Reviewed by SRU'. There is a field for 'Date of appointment (mm/dd/yyyy)' and a section for 'Managers' Dispo Comments' with a text box containing 'appended text, 3x, 4x, 5x'. A 'Go to Top' button is at the bottom.

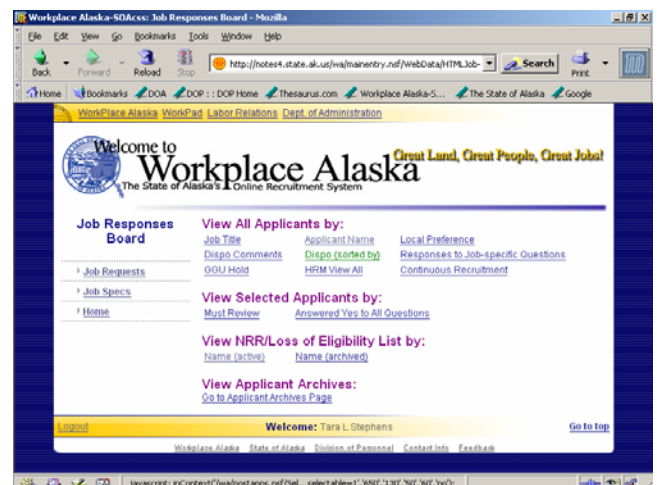


Group Disposition Process

1. Log into the Workplace Alaska Hiring Managers & Supervisors Home Page. Instructions are on page 2.
2. Follow Manager Job Request, Accessing the Manager Job Request steps. Instructions are on page 9.
3. Click the Group Dispo link at the top of the screen.
4. Click the box under the **Include All** Column for each Applicant Job Qualification summary you wish to Dispo. **Note: the Dispo reason and comment must be the same for each selected applicant.**
5. Select the appropriate Dispo Reason in the Select Applicant Dispo drop-down list box.
6. Enter a concise comment in the Dispo Comments for all selected documents field.
7. Click the Save and Refresh button. Note: you can repeat the process for applicants with different Dispo reasons and comments by repeating the process.
8. Click the Return to Job Request Board link at the top left of the page to exit the Dispo Process Form and return to the Job Request Board. **Note: DO NOT use your browser's "back" or "return" button.**

Generating Notification Letters and Labels

1. Log into the Workplace Alaska Hiring Managers & Supervisors Home Page. Instructions are on Page 2.
2. Click on Job Responses. This opens the **Job Responses Board**.
3. You may activate the letters and labels function from the following views: Job Title, Dispo Comments, and Response to Job-specific Questions.
4. Click on your chosen link: Job Title, Dispo comments, or Response to Job-specific Questions. Pop-up selection box will appear. Select the appropriate department/division from the drop down menu and click **Open View**.



7. Click on the blue arrowhead to the left of the appropriate MJR; expand the list of applicants.
8. Click on the **Select All** or **Select None** button on the menu bar. You may also manually select each appropriate applicant name using the select box to the left of each applicant name.
9. Click on the **Letters** button on the menu bar. A pop-up decision box will appear: "This print function updates the activity log in each JQS. Do you wish to continue?" Click **OK**.
10. Select the appropriate letter from the drop selection list and type the appropriate signature name and title in the fields.
11. Click the **Generate Formatted Output** button. Print letters to selected Applicant(s) on Department letterhead.

